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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 10 NOV 1967

FROM : Chairman, Language Development Committee

SUBJECT: October Report of the Committee on Language Development

1. The Committee on Language Development met on 10 October to discuss:

- a. Submittals of Form 444c as of 30 September
- b. Status of proficiency test development and the plans for administering the tests
- c. Applications for awards for foreign language achievement.

2. The first group of applications for Language Achievement Awards was adjudicated at a special meeting of the Committee on Thursday, 31 October. A total of \$725.00 was awarded to ten of the thirteen applicants; two were ineligible; and the payment to a third was deferred until a more accurate check can be made as to whether or not the training was directed.

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The Committee based its decisions on the following policies:

- a. The awardable level for comprehensive proficiency in a language will be the lowest level achieved in tests in speaking, writing, and reading the language.
- b. The total amount for a series of achievement awards will not exceed the amount specified in [redacted] to be awarded for attainment of the highest levels of proficiency in the language.
- c. The amount of an achievement award will be the difference between the sum payable for the initial level of proficiency and the amount authorized for the next level achieved.

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d. A candidate can receive an award for only one element of specialized proficiency in a language.

e. The self-evaluation shown on Form 444c will be the basis for measurement of achievement in only those cases where an instructor's evaluation is not available.

All awards were for directed training and were assigned as follows:

<u>CASE NUMBER</u>	<u>ACHIEVEMENT</u>	<u>LANGUAGE</u>	<u>AMOUNT</u>
1	Intermediate to high Reading/Writing--Special- ized	Japanese	\$200
2	Intermediate to high Comprehensive	German	\$100
3	Not awardable	German	
4	Elementary to inter- mediate Comprehensive	German	\$50
5	Not awardable	German	
6	Elementary to inter- mediate Speaking--Specialized	German	\$25
7	Intermediate to high Reading--Specialized	French	\$50
8	Intermediate to high Reading--Specialized	French	\$50
9	Intermediate to high Reading--Specialized	French	\$50

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<u>CASE NUMBER</u>	<u>ACHIEVEMENT</u>	<u>LANGUAGE</u>	<u>AMOUNT</u>
12	Elementary to intermediate Reading--Specialized	Japanese	\$100
14	Elementary to intermediate Reading--Specialized	Japanese	\$100
15	Not awardable	Japanese	
21	Elementary to intermediate Specialized	German	\$25*

* Deferred

3. Responses to Form 444c as of 30 September

The language data records submitted to this date showed:

1071	Persons reporting during August and September
7522	Number of employees reporting to date
9768	Man languages to date
7088	Man languages that are awardable
5211	Employees with some language competency
1.9	Languages per man
95	Languages in which some proficiency is claimed
60	Languages other than those on the awardable list
802	Persons reporting from the field

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4. Development of proficiency tests

31 Tests in process

4 Arrangements in process
(Albanian, Amharic, Pashtu, Swahili)3 No requirement - translation tests available in
Cambodian, Malay, Nepali

1 Uncommitted - (Icelandic)

Language proficiency examinations were taken by 31 persons in French, German, Polish, Russian, and Spanish during the month.

5. Status of language study abroad

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Deputy Registrar/TR, reported eight persons assigned to this program as of 31 October.

6. Off-duty language training

a. 37 off-duty classes in 11 languages continued with a total enrollment of 238.

Before Hours

2 Chinese (101)	8 July - 22 Nov	6 students
1 Chinese (101)	25 Sept - 10 Jan	7 students
1 Finnish (101)	4 Sept - 20 Dec	6 students
1 French (101)	4 Sept - 20 Dec	8 students
1 French (102)	23 Sept - 20 Dec	6 students
1 German (101)	4 Sept - 20 Dec	5 students
1 German (101)	4 Sept - 20 Dec	6 students
1 German (101)	4 Sept - 20 Dec	5 students
1 German (102)	16 Sept - 20 Dec	7 students
1 Italian (101)	4 Sept - 20 Dec	9 students
1 Russian (101)	4 Sept - 20 Dec	5 students
1 Russian (201)	29 July - 15 Nov	7 students
1 Spanish (101)	4 Sept - 20 Dec	9 students

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6. Off-duty language training (con't)After Hours

1 French (101)	4 Sept - 20 Dec	5 students
1 French (101)	4 Sept - 20 Dec	3 students
1 French (101)	4 Sept - 20 Dec	4 students
1 French (102)	9 Sept - 20 Dec	12 students
1 French (201)	9 Sept - 20 Dec	6 students
1 German (101)	4 Sept - 20 Dec	6 students
1 German (101)	4 Sept - 20 Dec	11 students
1 German (101)	4 Sept - 20 Dec	7 students
1 German (102)	16 Sept - 20 Dec	9 students
1 Italian (101)	11 Sept - 20 Dec	9 students
1 Japanese (101)	4 Sept - 20 Dec	5 students
1 Japanese (101)	4 Sept - 20 Dec	3 students
1 Persian (102)	29 July - 15 Nov	4 students
1 Polish (101)	4 Sept - 20 Dec	6 students
1 Portuguese (101)	9 Sept - 20 Dec	6 students
1 Russian (101)	22 July - 8 Nov	5 students
1 Russian (101)	29 July - 15 Nov	5 students
1 Russian (101)	4 Sept - 20 Dec	6 students
1 Russian (101)	4 Sept - 20 Dec	4 students
1 Russian (101)	25 Sept - 20 Dec	9 students
1 Russian (103)	4 Sept - 20 Dec	10 students
1 Spanish (101)	4 Sept - 20 Dec	8 students
1 Spanish (102)	9 Sept - 20 Dec	9 students

b. 5 off-duty language courses in 3 languages for 23 students have been completed during this reporting period.

2 French (101)	24 June - 11 Oct	9 students
1 French (102)	24 June - 25 Oct	4 students
1 Italian (101)	24 June - 25 Oct	5 students
1 Spanish (102)	24 June - 11 Oct	5 students

7. November Meeting

This has been scheduled for the Committee on Thursday, 21 November in the Conference Room of

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